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Annex II * PRESENT FUNCTIONS AND PROCEDURES

Reading Panel

a. Guidance

Reading Panel members determine the routing of documents, cables, publications, etc., on the basis of guide requirements furnished by the Divisions and Branches of ORR and the Requirements Branch, St/C, plus personal liaison with ORR analysts in their areas of interest. These guide requirements are not standard format, and revisions and clarifications are made through verbal instructions, informal notes, or an official memorandum. Frequently, notification is not received by the Reading Panel when certain information is no longer desired. It is not always clear whether requirements sent in are to supersede or supplement previous requirements.

b. OCD Control Cards

Material is received from OCD with control cards attached on which routing to Branch level has been marked by OCD/Liaison Division. Routings must be changed in a large percentage of cases on the basis of more current knowledge of Reading Panel as to the needs of ORR components. This necessitates correction of the cards and makes the routing difficult to read. As a result, the mail clerks in the Reading Panel now enter the routing a second time on the back of the cards retained for files, which doubles the mail clerk's processing time.

The number of copies of cards attached varies to such a degree that either several copies are destroyed, or substitute cards must be prepared for control and routing purposes. The weight of the cards is a handicap in that they frequently become detached while documents are awaiting action.

c. Enclosures

When ORR receives a document which indicates there is an enclosure but the enclosure is not attached, the Reading Panel must attempt to trace the enclosure and obtain it before disseminating the document in ORR. Documents are held by the Reading Panel a month before dissemination without the enclosure. They are seldom successful in obtaining the enclosure from other CIA Offices.

d. Foreign Language Documents

Three or four documents come in each day in a foreign language with an English title which is not comprehensive or clear

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enough for routing determination. Those documents which have been through PDD have abstracts attached which are very helpful in routing.

e. Documents Awaiting Action

The Reading Panel has a backlog of documents which await routing at least two weeks. A note is attached indicating date of receipt in the Reading Panel and they are placed in file drawers. No record is made of receipt. When a search must be made for a document which an ORR analyst has been advised to expect--a frequent occurrence--the only assistance in searching for the document is the approximate date it should have arrived in ORR.

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REQUIREMENTS

A. Definition:

1. Guide-type requirements issued to collectors as guidance in broad terms as to the types of economic intelligence ORR needs.



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3. Spontaneous requirements issued by ORR to fill gaps in economic intelligence needed on special or basic projects.

a. Guide-Type Requirements

Guide-type requirements are not issued by ORR on any periodic basis and there is no established system for revising these requirements as changes in emphasis occur. The exception is the CERP (State Department) revision of existing guides which was directed by the EIC Sub-Committee on Requirements, and actively participated in by one member of the Requirements Branch.

The concept of Requirements Branch at present is that its main purpose is to process specific and spontaneous requirements as issued by ORR analysts. Requirements analysts do not attempt to prepare or review guide-type requirements or to evaluate the returns received as a result of these guides. There are no overall detailed guides on ORR requirements at present.

Requirements Branch records are maintained in such a manner that it is not possible to determine what requirements have been issued on any particular program. The examiner was requested to recommend a record system which would facilitate such studies.

A member of Industrial Division who has had experience on the collection side is presently engaged in developing guide-type requirements for Industrial Division. Requirements Branch hopes to use these guides as a pattern for development of other ORR guides.

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The weekly OIC meeting with Requirements Chiefs in CIA is concerned with operating problems and apparently does not attempt to program and coordinate guide-type requirements. The Chief, Requirements Branch, St/C recently recommended to OIC that the entire requirements program should be received.

b. Specific Requirements

Requests for specific requirements are received in the Reading Panel through OGD or direct from the CIA component requesting. Reading Panel sends the request to Requirements Branch where an analyst determines which ORR Branch should fill the request and, if possible, prepares a draft requirement. ORR Branch analysts prepare requirements and sends to Requirements Branch where the Requirements analyst prepares a coordinated requirement in draft form for review by the Chief, Requirements Branch. When it is approved by the Chief, it is typed on the requirements form, proofread by the Requirements analyst, signed by the Chief, Requirements, and sent to the Service Section. Services checks the control number, sends it to the mail desk in Control Branch which sends it to OGD (one copy direct to the collector of CIA component) and returns one copy to Services Section.

When a reply to the requirement is received in OGD, it is sent to Services Section, which reads and routes to the interested ORR component. If Services determines that the reply does not fill the requirement, the reply is routed to the ORR component Services considers will be interested and Requirements Branch is notified that the reply did not fill the requirement.

c. Spontaneous Requirements.

Spontaneous requirements are handled in a similar manner to specific requested requirements except that the ORR Branch analyst checks all available sources in Washington, and lists documents on which the spontaneous requirement is based. Requirements analyst checks the reference documents and is briefed by the ORR analyst. OGD will not release the requirement until OGD has checked the reference documents also. This frequently entails considerable delay while reference documents are located and obtained.

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EVALUATIONS

A. Definition:

1. Advance copies of SOs and SODBs sent to ORR in a single copy for evaluation prior to general dissemination.
2. (X) reports for evaluation, special and regular.
3. ORR designates ORR as the evaluator of a report dealing in whole or in major part with economic intelligence, issued by another Agency.
4. Voluntary evaluations by ORR analysts though not designated to evaluate.

a. Procedure

Reports which are to be evaluated by ORR are given detailed processing through Rt/C. The incoming report is received in the Reading Panel with an evaluation sheet attached. Reading Panel mail clerks pull these reports for priority handling, a member of the Panel (the reader assigned to periodicals, publications, etc.) makes a Cardex record, gives the report to the Chief who assigns it to a reader for routing. The reader returns it for Cardex entry of routing assigned.

After an ORR analyst has given an evaluation, the report is sent to the Special Assistant in the Office of the Chief, who logs the report and evaluation, and reads the evaluation. If the ORR analyst has felt incompetent to make an evaluation of this particular report, the Special Assistant routes the report to another component of ORR or CIA for evaluation and notifies the Reading Panel of her action. If ORR has given a long evaluation, the Special Assistant reads the report and determines whether it should be sent elsewhere for evaluation. If she determines that evaluation should be made in another agency, she returns it to the CIA component which has requested ORR evaluation and suggests the agency that should evaluate.

If the evaluation is approved by the Special Assistant, she returns the report and evaluation to the Mail Desk, Control Branch, where it is sent to the Reading Panel for Cardex record. Reading Panel returns it to the Mail Desk where it is logged out.

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Comment: Four separate records are maintained on evaluation--income log in Control Branch, Cardex in Reading Panel, log in Office of the Chief, St/C, and outgoing log.

The examiner believes that the Special Assistant cannot be technically informed enough to be able to make the determinations required on evaluations. The reader, by virtue of background knowledge, could more effectively handle the outgoing evaluation. Also, this would assist the reader in determining future routings of similar reports.

h. Evaluators

OO and SO send reports for evaluation by ORR which fall within the subject matter areas of ORR but analysts do not feel competent to evaluate because of the lack of information on the geographic area concerned. The Reading Panel feels that this problem should be resolved through agreement with OO and SO as to which subject matter/geographic area reports ORR is in a position to effectively evaluate.

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Operational Liaison

a. Clearances

Definition: Continuing clearance is issued on the basis of need for contact on the same subject at frequent intervals and must be approved by CIA Security Control Staff, I and S.

Ad hoc clearance is issued for two weeks provided the subject for which clearance was obtained is the sole topic discussed during the two-week period. If the subject is Top Secret, CIA Security Control Staff, I and S must approve the clearance.

Ad hoc clearances for members of LEC or LEC sub-committees constitute a problem in that a new ad hoc clearance must be obtained for each meeting until the continuing clearance is received and the operational liaison officer usually receives very short notice of a meeting.

Continuing clearances for LEC sub-committee members are effective only for the particular sub-committee on which they serve. Hence, attendance at other meetings necessitates an ad hoc clearance.